

**An organizational and regular Lysander Town Board meeting of the year 2016 was held at 7:00 p.m. on January 11, 2016, at the Lysander Town Building, 8220 Loop Road, Baldwinsville, New York.**

**MEMBERS PRESENT:** Joseph Saraceni, Supervisor  
Roman Diamond, Councilor  
Robert Ellis, Councilor  
Robert Geraci, Councilor  
Peter Moore, Councilor

**MEMBERS ABSENT:** None

**OTHERS ATTENDING:** Anthony Rivizzigno, Town Attorney; Al Yager, Town Engineer; Gene Dinsmore, Highway Superintendent; Timothy Wolsey, Code Enforcement Officer; Theresa Golden, Assessor; David Rahrle, Comptroller; Anthony Burkinshaw, Recreation Supervisor; Elaine McMahon, Deputy Town Clerk; PAC-B and several residents.

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**Supervisor Saraceni** welcomed everyone. The supervisor explained that prior to every town board meeting there will be a work session. It is an opportunity for the board and the department heads to discuss items. The work session is an open public meeting and it is acceptable for the public to ask questions anytime during the Work session.

(Swearing in of Joseph Saraceni, Peter Moore and Robert Ellis by the Honorable Charles J. Mantione, Jr.)

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

Prior to taking citizens comments Supervisor Saraceni explained the rules of the Town Board Meeting. He stated that it was acceptable to make comments anytime during the meeting and there will be no time limit to the public questions. His goal is to make the meeting more interactive with the public. He asked that the public's questions and comments be addressed directly to him.

**III. CITIZEN'S COMMENTS**

**Jim Stirusnik**, Dinglehole Rd., commented that he liked what he has heard here tonight. He stated that earlier today one of the Justices of the Supreme Court said, Government may be more efficient without public comment, but public comment is necessary. He likes that the fees in Resolution #13 will be reviewed and adjusted regularly. He then requested a clarification on Resolution #12.

**Tony Rivizzigno**, Town Attorney responded that each Town Board member or anyone handling money is required to post a bond for insurance purposes. The town of Lysander was issued one bond to cover all the town employees.

**Jim Stirusnik** asked what the cost is.

**David Rahrle** stated it was approximately \$500 per year.

**IV. TOWN BOARD COMMENTS**

**Councilor Diamond** thanked the residents for attending and congratulated Councilor's Ellis and Moore. He indicated he looked forward to working with them. He also commended the highway department for the good work they performed during a recent storm on January 3, 2016.

**Councilor Moore** thanked every for coming. He stated that he looks forward to working with the all the board members and thanked the community for their support.

**Councilor Geraci** stated he too looks forward to working with the new board and went on to say that when at Onondaga County Parks they had an unwritten motto of working really hard but having fun too. It's all about trust and openness and working through disagreements in a responsible and respectful manner.

**Councilor Ellis** thanked everyone and looks forward to working with everyone. He indicated that he was very impressed with the Town of Lysander staff and said they were top shelf employees.

V. **SUPERVISOR COMMENTS**

**Supervisor Saraceni** thanked everyone and his family for coming to the meeting. He said it is an honor to serve and he will do his best. He echoed Councilor Ellis's comments on the quality of the town of Lysander staff. He explained the new structure of the Work Session and the Town Board Meetings along with the presence of the Lysander Department Heads in attendance and indicated that Department Heads will have the opportunity to issue a report. The supervisor went on to say that they will start adopting meeting minutes and FOIL requests will be moved to the town clerk's office. He will be the FOIL Appeals officer. He also noted that throughout the Agenda it is an open forum, and Robert's rules will be applied rather loosely.

VI. **ADOPTION OF MINUTES**- none

VII. **DEPARTMENT HEAD COMMENTS**

**Assessor Teresa Golden** said that the property tax credits will be mailed out to the residents. It consists of property tax credits from New York State from 2014, 2015 and 2016. A fact sheet is available in the assessor's office explaining the eligibility requirements. The mailings started the week of Thanksgiving and the total duration of the mailings will be four months.

**Recreation Supervisor, Tony Burkinshaw** stated that all the programs for 2015 & 2016 are on the town of Lysander website and you can register for any one of the programs online. They are accepting applications for 2016 pavilion rentals for graduation or birthday parties. They can be obtained by calling the Parks and Recreation office. They are working on obtaining a location for the Town of Lysander Day Camp for the summer of 2017. Parks and Recreation department is currently looking at Palmer Elementary or the Lysander Park. Lastly he mentioned that the Parks and Recreation Department is looking for three new commissioner members, please contact Tony Burkinshaw @ 315-635-5999 if anyone is interested.

**Comptroller, Dave Rahrle** reported that he is working on the closing the 2015 books and they will be complete by the end of January. Next he is working on the Comptroller's Annual Report which is 100 pages long. This will be filed by the end of February, mid-March the latest.

**Town Engineer, Al Yager** reported that he is working on a grant for the paving of West Entry Rd. It's expected to be approved by March 2016. It is a \$400,000.00 project.

**Highway Superintendent, Gene Dinsmore** reported that residents need to take their natural Christmas trees to the highway department for recycling, **not** to the town park. He said there is a sign at the Town Park and it was also published in last year's newspaper. The address is Lysander Highway Department 2730 West Entry Rd. and is directly across the street from the ice rink. Gene went on to say that last night's wind storm the town fared very well. With the recent windstorm his department had a little bit of tree work to clean up. There were no poles or wires down and the Town did not suffer any problems. He reported that year to date Lysander has seen only nine snow events. Last year at the same time, there were 42 snow events and they had paid over \$50,000 on salt for the roads.

**The Code Enforcement Officer, Tim Wolsey** said he just wanted to remind the residents there is no overnight parking during the winter months in the Town of Lysander. He also said to avoid plowing snow across any of the town roadways as it is illegal to do so.

VIII. **ORGANIZATIONAL MEETING**

**APPOINTMENTS**

**SUPERVISOR'S COMMITTEES**

**Government Affairs:** Responsible for matters involving internal governmental affairs, town fees, municipal agreements, consolidation, real property transactions, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair-Joseph Saraceni, Al Yager, Peter Moore, Robert Geraci, and Tony Rivizzigno

Highway: Responsible for matters involving Highway, Town Engineer, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Robert Ellis, Al Yager, Gene Dinsmore and Roman Diamond

Building & Grounds: Responsible for matters involving physical building, services and systems, codes, security systems, and other matters deemed appropriate by the Supervisor.

Committee Members: Chair-Al Yager, Karen Rice, Robert Ellis, and Tim Wolsey and Tony Burkinshaw

Workplace Safety: Responsible for matters involving the safety of town employees, the workplace environment, and others matters deemed appropriate by the Supervisor.

Committee Members: Chair-David Rahrle, Gene Dinsmore, Robert Geraci, Robert Lathrop, Bruce Cook, and Karen Rice

Fire & Public Safety: Matters dealing with fire control, public safety, and dog control.

Committee Members: Chair-Dan Boccardo, Tim Wolsey, and Kitt Thompson and Kevin Rode  
Representatives to Public Safety Committee: Kevin Rode and Board Member (Rotation Basis)

Parks and Recreation: Responsible for overseeing operation of town parks, recreation facilities, and future expansion of park lands.

Committee Members: Chair-Tony Burkinshaw and others TBA

Employee Relations:

Committee Members: Chair-Joe Saraceni, Robert Ellis, Robert Geraci, and Town Attorney

Cemetery Committee:

Committee Members: Chair-Joe Saraceni, Robert Geraci, Robert Ellis and Gene Dinsmore

Economic Development Committee:

Committee Members: Chair-Joe Saraceni and other TBA

**OTHER APPOINTMENTS FOR ONE-YEAR TERM EXPIRING DECEMBER 31, 2016:**

A. BY SUPERVISOR, Joseph Saraceni

- Robert Geraci, Deputy Supervisor
- Bonnie Kisselstein, Historian
- David J. Rahrle, Budget Officer
- Robin McIntyre, Secretary to the Supervisor
- Robert Geraci, Representative to Canton Woods Board of Directors
- Dan Boccardo, Bookkeeper to Supervisor, also responsible for  
Security System, Computer Network, Website, HVAC System, Bank  
Reconciliations and Telephone System.
- Elaine McMahan, appointed to position of Town Clerk

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**RES. #1/2016** Motion by Supervisor Saraceni, second by Councilor Geraci

**RESOLVED** that Elaine McMahon be appointed Town Clerk with a term expiring on 12/31/2016

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

(Swearing in of Elaine McMahon by the Honorable Charles J Manton, Jr.)

B. BY TOWN CLERK, Elaine McMahon:

TBD	Deputy Town Clerk, full time, full benefits
Terrie L. Massaro,	Deputy Town Clerk, part time, part time benefits

C. BY HIGHWAY SUPERINTENDENT, Eugene Dinsmore:

Full time, full benefits  
Jonathan Butler, MEO  
Bruce R. Cook, MEO  
John Gilbert, MEO  
Albert J. Markham, MEO  
David Power, MEO  
Steven J. Power, MEO  
John A. Lathrop, MEO  
Dan Parrish, MEO  
Richard W. Schader, MEO

Full time, Full benefits (November 15 – April 15)  
Robert Lathrop, Laborer

Part time/Supplemental  
Charles E. Claver, Laborer  
Jason Hahn, Laborer  
James Lee, Laborer  
Eugene Akins, Laborer  
Harvey R. Weller, Laborer  
Tony Albanese, Laborer  
Edward Calkins, Laborer  
Kristopher Pierce, Laborer  
George Timmons, Laborer  
Douglas Weller, Laborer

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**TOWN BOARD APPOINTMENTS**

**RES. #2/2016** Motion by Councilor Geraci, Second by Councilor Moore

**RESOLVED** that the following appointments be made for items #1 through #6 for 2016:

1. Parks & Recreation Dept., one-year appt., term exp. 12/31/16

- |    |               |   |
|----|---------------|---|
| A. | Full Time:    | Robert Lathrop, Labor Crew Leader, full benefits ( April 16- November 14) |
| B. | Seasonal f/t: | Mary Lathrop, Laborer   |
|    | Seasonal p/t  | James Lee, Part Time Laborer  |

2. Full time, with full benefits, one-year appt. except as otherwise noted

Karen A. Rice:	Clerk to Planning Board	(These three positions constitute one full time position with full benefits for Karen Rice.)
	Clerk to Zoning Board of Appeals	
	Clerk I to Codes Enforcement Officer	

Anthony Burkinshaw, Recreation Supervisor  
 Allen J. Yager, Town Engineer, 2 year term (to expire 12/31/17)  
 Daniel Boccardo, Dog Control Officer/Bookkeeper to Supervisor  
 Gregory Payne, Data Collector, Assessor's Office  
 Katherine Kisselstein, Assessment Clerk  
 Timothy Wolsey, Code Enforcement Officer

3. Other Annual Appointments

Elaine McMahon, Records Management Officer

4. Part time, maximum 20 hours per week

Cindy Halstead, Assessment Clerk, Assessor's Office  
 Nancy Mott, Account Clerk  
 Brandy Litterbrant, Maintenance

5. Part time, maximum 25 hours per week

David Rahrle, Comptroller, 2 year term (to expire 12-31-17)  
 Cindy Rahrle, Secretary to Highway Superintendent  
 Patricia Maguire, Clerk to Town Justice  
 Shannon Priest, Clerk to Town Justice  
 Edward Barlow, Bingo Inspector

6. Part Time as needed

Nancy Mott, Deputy Receiver of Taxes  
 Richard Billings, Dog Control Officer  
 Ronald E. Patchett, Codes/Zoning Clerk  
 Michael Stock, Sexton, Cemeteries  
 Ann Smiley, Clerk to Parks Department

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

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**RES. #3/2016** Motion by Councilor Ellis, seconded by Councilor Geraci

**RESOLVED** that the following appointments be made for items #7 through #11 for 2016

7. Planning Board Member, 7 year term

Steve Darcangelo- Term expires on 12/31/2016 (due to board resignation)

8. Zoning Board of Appeals Member, 5 –year term:

Brian Corrigan (to expire 12/31/2020)  
 TBA-vacancy

9. Board of Assessment Review – 5 year Term

Robin Kubicki (to expire 09/30/2020)

10. Chairpersons of Boards/Commissions

a. Zoning Board of Appeals:	L. Micah Ordway
B. Parks & Recreation Commission:	Tony Burkinshaw
c. Planning Board:	Jack Corey

11. Appointments to positions with NO additional compensation:

Assessor for Dog Damage to Domestic Animals:	Dan Boccardo
Cemetery Administrator:	Elaine McMahon
Handicapped Parking Permits Administrator:	Elaine McMahon
Records Access Officer (F.O.I.L)	Elaine McMahon
F.O.I.L. Appeals Officer:	Joseph Saraceni

**VOTE:**

Supervisor Saraceni    Aye      Councilor Ellis      Aye    Councilor Geraci      Aye  
Councilor Moore      Aye      Councilor Diamond    Aye

**All Ayes, motion carried and adopted**

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**SALARIES AND HOURLY RATES FOR 2016**

**RES. #4/2016** Motion by Councilor Geraci, second by Councilor Diamond

**RESOLVED** that the rates of pay for A through D for 2016 be set as follows:

**A. HOURLY RATES:**

	<u>PER HOUR</u>	+	<u>STIPEND</u>
Nancy Mott, Deputy Receiver of Taxes	\$16.56		
Robin McIntyre, Secretary to Supervisor	\$15.00		
Shannon Priest, Clerk to Town Justice	\$16.02		
Patricia Maguire, Clerk to Town Justice	\$16.02		
Dan Boccardo, Dog Control Officer/Bookkeeper	\$16.75		
Richard Billings, Dog Control Officer	\$15.45		
Ronald Patchett, Codes/Zoning Clerk	\$15.04		
Ann Smiley, Parks Clerk	\$16.08		
Mary Lathrop, Laborer/Park	\$13.56		
Michael Stock, Sexton	\$13.99		
David Power, MEO	\$22.07		\$ 500.00
Albert J. Markham, MEO	\$22.07		\$1,400.00
Bruce R. Cook, MEO	\$22.07		\$1,400.00
Steven J. Power, MEO	\$22.07		\$1,400.00
Richard W. Schader, MEO	\$22.07		\$1,400.00
John Gilbert, MEO	\$22.07		\$ 300.00
Charles E. Claver, Laborer	\$15.65		
Jonathan Butler, MEO	\$22.07		\$ 500.00
John Lathrop, MEO	\$22.07		\$ 500.00
Robert Lathrop, Labor Crew Leader, Laborer	\$18.39		
Tony Albanese, Laborer	\$15.65		
Eugene Akins, Laborer	\$15.65		
Danny D. Parrish, MEO	\$22.07		\$ 300.00
Jason Hahn, Laborer	\$15.65		
Harvey R. Weller, Laborer	\$15.65		
James Lee, Laborer	\$15.65		
Edward Calkins, Laborer	\$15.65		
Kristopher Pierce, Laborer	\$15.65		
George Timmons, Laborer	\$15.65		
Cindy Rahrle, Secy. to Hwy. Supt.	\$16.02		
Brandy Litterbrant, Janitor	\$12.98		
Terrie L. Massaro, Deputy Town Clerk	\$16.02		
Cindy Halstead, Clerk	\$16.02		

**B. PER MEETING (OR EVENT) RATES:**

**PER MEETING**

Edward Barlow, Bingo Inspector	\$ 30.00 per inspection	
Michael Stock, Sexton	\$525.00 per burial	
" " "	\$725.00 burial off-season (Nov.15-April 1)	
" " "	\$725.00 burial - weekends	
" " "	\$100.00 burial of ashes	
Planning Board members	\$ 70.00 per meeting	
Zoning Board of Appeals members	\$ 50.00 per meeting	
Assessment Board of Review Members	\$400.00/year each member	
Assessment Board of Review Chairperson	\$500.00/year	
Karen Rice, Clerk to ZBA, Planning, Ad Hoc	\$100.00 per meeting	
Richard Billings, Dog Control Officer	\$125.00 per dog	
Catherine Thompson, Clerk to Public Safety Comm.	\$ 50.00 per meeting	

**C. SALARIES:**

**PER YEAR**

**STIPEND**

Allen Yager, Town Engineer (40 hrs. p/wk.)	\$92,700.00 (term to expire 12/31/17)	
Bonnie Kisselstein, Historian	\$ 875.00	
Chairman of Planning Board	\$ 4,600.00	

Chairman of the Zoning Board	\$ 2,000.00	
Joseph Saraceni, Supervisor	\$52,955.00	
Robert Geraci, Councilor	\$10,005.00	
Peter Moore, Councilor	\$10,005.00	
Robert Ellis, Councilor	\$10,005.00	
Roman Diamond, Councilor	\$10,005.00	
Charles J. Mantione, Jr., Justice	\$26,567.00	
Michael M. Bryant, Justice	\$26,567.00	
Elaine McMahon, Town Clerk	\$43,232.00	
TBA, Deputy Town Clerk	\$NOT AVAIL	
Eugene Dinsmore, Highway Superintendent	\$55,000.00	
Karen A. Rice, Clerk to Planning Board	\$14,876.00	
Clerk to Zoning Board of Appeals	\$ 3,719.00	
Clerk I, Codes Enforcement	\$18,596.00	\$1,400.00
Anthony Burkinshaw, Recreation Supervisor	\$46,350.00	\$ 500.00
Gregory Payne, Data Collector	\$36,350.00	
Timothy Wolsey, Code Enforcement Officer	\$46,865.00	
Katherine Kisselstein, Assessment Clerk	\$36,350.00	

**D. PARKS AND RECREATION DEPARTMENT RATES:**

<b>POSITION</b>	<b>STARTING RATE</b>
Basketball Supervisor	\$10.00
Park Attendant	\$ 9.00
Day Camp Specialty	\$ 9.00
Day Camp Group Counselors	\$ 9.00
Day Camp Lifeguard	\$ 9.00
Assistant Day Camp Director/Senior Staff	\$ 9.00
Extended Day Camp Supervisor	\$10.00
Day Camp Director	\$14.00

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

**Kevin Rode**, Greymoor Way, stated that one of them is not listed, Deputy Town Clerk.

**David Rahrle**, Comptroller responded that will be set when someone is appointed.

**Supervisor Saraceni** stated that it would be negotiated upon the hiring of that person.

**Kevin Rode** asked if the amount was already budgeted.

**David Rahrle**, Comptroller responded yes but that doesn't mean that we have to pay that.

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**BANKING, OFFICIAL BANKS**

**RES. #5/2016** Motion by Councilor Geraci, second by Councilor Moore

**RESOLVED** that the following Department Heads be authorized to deposit in their names as head of the respective department, all moneys collected which are due to the Supervisor for the year 2015 beginning January 1, 2015, and are instructed to pay all such moneys to the Supervisor not later than the 15th day of each month following receipt thereof; and be it further

**RESOLVED** that the following banks be designated as the OFFICIAL BANKS for said department heads:

1. Nancy Mott, Deputy Receiver of Taxes: NBT Bank, Baldwinsville branch.
2. Elaine McMahon, Town Clerk: NBT Bank, Baldwinsville branch.
3. Anthony Burkinshaw, Recreation Supervisor: NBT Bank, Baldwinsville branch,  
NBT Bank (Concert Series Partnership)

4. Joseph Saraceni, Supervisor/David Rahrle, Comptroller, M & T Bank, Baldwinsville branch, and NBT Bank, Baldwinsville branch and Solvay Bank.

The Comptroller is authorized to deposit the moneys of the various accounts with the bank that is paying the best rate of interest at the time of deposit.

5. Michael M. Bryant, Justice and Charles J. Mantione Jr., Justice, NBT Bank, Baldwinsville branch.

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**SIGNATORS**

**RES. #6/2016** Motion by Councilor Moore, second by Councilor Ellis

**RESOLVED** that Joseph Saraceni, Supervisor, and Robert Geraci, Deputy Supervisor, be designated as authorized signers on the Town’s checking and savings account.

**RESOLVED** that Elaine McMahon, Town Clerk, be designated as an authorized signer on the Town Clerk’s checking account.

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

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**GENERAL CHARGES: FEES**

**RES. #7/2016** Motion by Councilor Ellis, second by Councilor Geraci

**RESOLVED** that when the Town Engineer works on a Special Districts or plan reviews chargeable to developer escrow accounts the rate for such work shall be set at \$100.00 per hour.

**RESOLVED** that Road Millings are to be sold at \$2.00 per ton, or wholesale market value, whichever is higher, cash and carry, and require that there be a certificate of insurance for liability indemnifying the Town of Lysander in the amount of one million dollars.

**Discussion:**

**Supervisor Saraceni** said that the amount for the Town Engineer has been adjusted and is up \$25.00 from the last 4 years. He stated that our Engineer has four more years of experience at this point.

**Councilor Geraci** asked the Town Comptroller if in the 2016 budget we were using \$100 or \$75

**David Rahrle** responded that he knows we did not use \$100.00 but this is for Special Districts and from a revenue standpoint, this is a good thing.

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

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**PETTY CASH FUNDS**

**RES. #8/2016** Motion by Councilor Moore, second by Councilor Geraci

**RESOLVED** that the PETTY CASH FUNDS established for the following persons be approved and that the totals remaining in the funds from 2015 become the petty cash funds for 2016 as follows:

Nancy Mott, Deputy Receiver of Taxes	\$400.00
Elaine McMahon, Town Clerk	\$200.00
Shannon Priest, Clerk to Justice	\$100.00
Patricia Maguire, Clerk to Justice	\$100.00
Anthony Burkinshaw, Recreation Supervisor	\$400.00

**VOTE:**

Supervisor Saraceni    Aye      Councilor Ellis      Aye      Councilor Geraci      Aye  
Councilor Moore      Aye      Councilor Diamond    Aye

**All Ayes, motion carried and adopted.**

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**TOWN ATTORNEY**

**RES. #9/2016** Motion by Councilor Geraci, second by Councilor Moore

**RESOLVED** that **Anthony P. Rivizzigno, Esq.** of **Gilberti Stinziano Heintz & Smith, Law Firm**, be appointed as LEGAL COUNSEL for the year 2016.

**RESOLVED** that the fees for legal services are \$5,000.00 per month.

**VOTE:**

Supervisor Saraceni    Aye      Councilor Ellis      Aye      Councilor Geraci      Aye  
Councilor Moore      Aye      Councilor Diamond    Aye

**All Ayes, motion carried and adopted.**

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**PROCUREMENT POLICY**

**RES. #10/2016** Motion by Councilor Ellis, second by Councilor Diamond

WHEREAS, Section 104-b of the General Municipal Law requires that the governing body of every municipality adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers and department heads in the Town of Lysander who are involved in the procurement process,

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Lysander does hereby adopt the following guidelines which are intended to apply to all goods and services which are not required by law to be competitively bid.

Guideline 1. Each purchase to be made by the Town of Lysander, or any department thereof, must be initially reviewed to determine whether it is a purchase contract or a public works contract, and a good faith effort made to determine whether or not the proposed purchase is subject to competitive bidding pursuant to Section 103 of the General Municipal Law. A determination that a purchase is not subject to competitive bidding shall be documented in writing by the individual or board responsible for making the purchase. Such documentation may include written quotes, written notes relating to verbal quotes solicited, a memo from the purchaser indicating how the decision was arrive at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or other appropriate written documentation.

Guideline 2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method which assures that quality goods will be purchased at the lowest responsible price and that favoritism will be avoided, except purchases or contracts pursuant to Subdivision 6 of this policy.

Guideline 3. The following methods will be used when required by this policy:

(A) Purchase contracts:

Estimated Amount of  
Purchase Contract

Method

\$1,000 - \$ 2,999

Two (2) verbal quotations or written / FAX quotations

\$3,000 – \$19,999

Three (3) written / FAX quotations or responses to written requests for proposals

(B) Public works contracts:

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$1,000 - \$ 6,999	Two (2) verbal quotations or written / FAX quotations
\$7,000 - \$34,999	Three (3) written / FAX quotations or responses to written requests for proposals

(C) Professional Services:

The Town Board has the discretion to determine if it is economically reasonable to request quotes or bids. The Town Board should approve any written agreements with each professional service provider that clearly stipulates the contract period, the services to be provided, and the basis for compensation.

(D) A good faith effort shall be made to obtain more than one quotation or proposal. If the purchaser is unable to obtain more than one proposal or quotation, the purchaser will document the attempt made at obtaining proposals or quotations. In no event shall the failure to obtain quotations or proposals be a bar to the procurement.

Guideline 4. Written documentation is required of each action taken in connection with each procurement.

Guideline 5. Written documentation and a written explanation are required whenever a contract is awarded to other than the offeror with the lowest price. This documentation will include an explanation of how the purchase will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under and circumstances.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Emergencies;
- (b) Sole Source situations;
- (c) Goods purchased from agencies for the blind or severely handicapped;
- (d) Goods purchased from correctional facilities;
- (e) Goods purchased from another governmental agency;
- (f) Goods purchased at auction;
- (g) Goods purchased for less than \$500;
- (h) Public works contracts for less than \$500;
- (i) Goods purchased at or below published State or County bid prices

Guideline 7. This policy shall go into effect immediately and will be reviewed annually.

Guideline 8. This policy is intended to be a guideline for Town of Lysander personnel involved in purchase of goods and services, and no unintentional violations of this policy shall be deemed to create a claim or cause of action, or form the basis of any claim or cause of action against the Town of Lysander.

Guideline 9. The persons and titles of Town of Lysander personnel responsible for purchases under this policy are Gene Dinsmore, Highway Superintendent, (for Highway purchases under this policy) and John Salisbury, Supervisor, (for non-Highway purchases under this policy – purchases may be proposed, proposals made and responses or quotations obtained by or under the supervision of Town Department Heads, but all such purchases shall be approved by the Town Supervisor).

**Discussion:**

**Supervisor Saraceni** said the standards of our policy are stricter than New York State.

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

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**TOWN BOARD MEETING SCHEDULE FOR 2015**

**RES. #11/2016** Motion by Councilor Diamond, second by Councilor Ellis

**RESOLVED** to adopt the following Town Board Meeting Schedule for 2016:

**TOWN BOARD MEETING SCHEDULE FOR 2016**

(Any necessary changes will be posted on the web-site)

**2<sup>nd</sup> and 4<sup>th</sup> Mondays – 7:00 p.m. (Normally)**  
**Work Session 6:00 pm – 7:00 pm (Normally)**

<b>JAN</b>	January 11, 2016 (Organizational/Regular) (Monday) January 25, 2016	<b>JUL</b>	July 11, 2016 July 25, 2016
<b>FEB</b>	February 08, 2016 February 22, 2016	<b>AUG</b>	August 08, 2016 August 22, 2016
<b>MAR</b>	March 14, 2016 March 28, 2016	<b>SEP</b>	September 12, 2016 September 26, 2016
<b>APRIL</b>	April 11, 2016 April 25, 2016	<b>OCT</b>	October 3, 2016 (Budget to Board) October 17, 2016
<b>MAY</b>	May 09, 2016 May 26, 2016 (Thurs)	<b>NOV</b>	November 03, 2016 November 17, 2016 (Adopt Budget)
<b>JUNE</b>	June 13, 2016 June 27, 2016	<b>DEC</b>	December 12, 2016 December 29, 2016 (Thurs)

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

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**TOWN BOARD HOLIDAY SCHEDULE FOR 2016**

**RES. #12/2016** Motion by Councilor Diamond, second by Councilor Ellis

**RESOLVED** to adopt the following Town of Lysander Holiday Schedule for Non-Bargaining Employees for 2016:

**TOWN OF LYSANDER**  
**Official Holidays --2016**  
**For NON-Bargaining Unit Employees Only**

<b>January</b>	<b>1</b>	<b>New Year's Day Thursday</b>
	<b>18</b>	<b>Martin Luther King Day Monday</b>
<b>February</b>	<b>15</b>	<b>President's Day Monday</b>
<b>March</b>	<b>25</b>	<b>Good Friday</b>
<b>May</b>	<b>30</b>	<b>Memorial Day Monday</b>
<b>July</b>	<b>4</b>	<b>Independence Day Friday</b>
<b>September</b>	<b>5</b>	<b>Labor Day Monday</b>
<b>October</b>	<b>10</b>	<b>Columbus Day Monday</b>

November	11	Veteran's Day Observed	Wednesday
	24	Thanksgiving Day	Thursday
	26	Day after Thanksgiving	Friday
December	23	1/2 Day Floater	
	26	Christmas	
	30	1/2 Day Floater	

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

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**OFFICIAL NEWSPAPER**

**RES. #13/2016** Motion by Councilor Geraci second by Councilor Moore

**RESOLVED** that the BALDWINSVILLE MESSENGER and/or THE POST STANDARD be designated as the primary OFFICIAL NEWSPAPER of the Town of Lysander

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

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**OFFICIAL UNDERTAKING**

**RES. #14/2016** Motion by Councilor Diamond, second by Councilor Geraci

**RESOLVED** that an official blanket undertaking be procured instead of individual undertakings covering the Town Supervisor, Deputy Supervisor, Town Clerk, Collector and Receiver of Taxes, Town Justices, Town Superintendent of Highways, Comptroller, Budget Officer, Town Zoning and Code Enforcement Officer, Director of Parks and Recreation, and that such undertaking contain provisions indemnifying against losses, Through the failure of the officers, clerk and employees covered there under to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and Through fraudulent or dishonest acts committed by the officers, clerks and employees and covered there under.

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted.**

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**TOWN FEES FOR SERVICES SCHEDULE FOR 2016**

**RES. #15/2016** Motion by Councilor Moore, Second by Councilor Diamond

**RESOLVED** to adopt the following Town of Lysander Fee Schedule for 2016:

**BUILDING PERMITS:**

1. Permit for solid fuel, gas burning device, generators, solar arrays: \$100.00
2. Permit for fireworks displays: \$300.00
3. Property Records Search: \$ 50.00
4. Swimming Pools, in ground/above ground: Same as type of construction
5. Permit fee for all other work including new construction, additions, alterations, repairs, and demolition:
  - a. Zero to \$1,000.00:\* \$30.00
  - B. \$1,000.00 and over:\* \$30.00 for the first thousand AND \$ 5.00 for each additional thousand or any portion thereof

\* THE FOLLOWING CHART IS TO BE USED BY CONTRACTORS TO ESTIMATE THE COST OF A PROJECT:

Commercial	\$80/sq.ft.
New Construction (excluding garages)	\$60/sq.ft.
Additions (to houses)	\$50/sq.ft.
Garages--attached	\$25/sq.ft.
Garages--detached	\$17/sq.ft.
Porches	\$12/sq.ft.
Decks	\$12/sq.ft.
Sheds	\$12/sq.ft.

Certificates of Occupancy:

Residential – Building Permit in effect \$ 0  
Commercial First Inspection \$ 0  
Second Inspection, re-inspection (each additional) \$75.00

Fee to rescind stop work order:

Residential \$ 75.00  
Commercial \$150.00

Fire Inspections Residential Multi-Occupancy, Each Building:

Common Areas, Utility Rooms, Storage Room \$35.00  
(Each additional dwelling unit / Common area inspected or re-inspection \$35.00)

Fire Inspection Commercial

Includes one re-inspection for violation  
\$50.00 Up to 1500 sq. ft.                      \$100.00 3001-7500 sq. ft.  
\$75.00 1501-3000 sq. ft.                      \$150.00 7501 sq. ft. and over

**Discussion:**

**Supervisor Saraceni** said he had an opportunity to sit down with the Code Enforcement Officer. Many of the fees haven't been changed since 2002, some from 2009.

**James Hickey**, Channelside Trail, asked for clarification on #3 and felt that it seemed very general and should be more specific.

**Tim Wolsey** responded that if it's a simple over the phone question as to what the zoning is there is no fee. It's applied when banks call for refinancing and they have to research the property

A discussion ensued among the Town Board and Town Attorney as to an amendment of #3; however it was decided to change to wording to Property Records Search.

**VOTE:**

Supervisor Saraceni	Aye	Councilor Ellis	Aye	Councilor Geraci	Aye
Councilor Moore	Aye	Councilor Diamond	Aye		

**All Ayes, motion carried and adopted**

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**IX. REGULAR MEETING**

**Polling Place Agreement – Onondaga County Board of Elections**

**RES #16/2016**

Motion made by Councilor Geraci seconded by Councilor Diamond to authorize the Supervisor to sign the Polling Place Agreement with the Onondaga County Board of Elections for the continued use of Town facilities during the Primary and General Elections.

**VOTE:**

Supervisor Saraceni    Aye      Councilor Ellis      Aye      Councilor Geraci      Aye  
Councilor Moore      Aye      Councilor Diamond    Aye

**All Ayes, motion carried and adopted.**

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**Payment No. 4 – Crego Street Reconstruction and Drainage Improvements Project**

**RES #17/2016**

Motion made by Councilor Ellis seconded by Councilor Diamond to authorize payment request No. 4 for the Crego Street Reconstruction and Drainage Improvements Project in the amount of \$13,185.01 to JK Tobin, Inc., per the Town Engineers recommendation. (See attached)

**VOTE:**

Supervisor Saraceni    Aye      Councilor Ellis      Aye      Councilor Geraci      Aye  
Councilor Moore      Aye      Councilor Diamond    Aye

**All Ayes, motion carried and adopted**

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**Payment No. 2 – Water Districts Meter Replacement Project**

**RES #18/2016**

Motion made by Councilor Geraci seconded by Councilor Moore to authorize payment request No. 2 for the Town of Lysander Water Districts Meter Replacement Project in the amount of \$2,979.00 to T&S Mechanicals, Inc., per the Town Engineers recommendation, and subject to the review of the certified payroll by the Comptroller. (See attached)

**VOTE:**

Supervisor Saraceni    Aye      Councilor Ellis      Aye      Councilor Geraci      Aye  
Councilor Moore      Aye      Councilor Diamond    Aye

**All Ayes, motion carried and adopted**

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**Approve Damaged Trail Fence Repair Proposal – Route 31 and Woods Road**

**RES. # 19/2016**

Motion made by Councilor Geraci seconded by Councilor Diamond to authorize the Supervisor to sign the proposal from Lysander Construction to repair the damaged trail rail fence along Rte. 31 and at the end of Woods Road in the amount of \$4,436.00. (See attached)

**VOTE:**

Supervisor Saraceni    Aye      Councilor Ellis      Aye      Councilor Geraci      Aye  
Councilor Moore      Aye      Councilor Diamond    Aye

**All Ayes, motion carried and adopted**

Discussion:

**Jim Stirusnik** asked whose fence is it and whose property is it on?

**Al Yager** responded that it is on the DOT Right Away and in 2003 The Town Board passed a resolution and agreed to take care of that part of the trail for eternity. The Town was reimbursed by the insurance company for some of the work but not all of it as some damage was a result of the accident and some of the work was a result of vandalism over the years.

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**X. ANNOUNCEMENTS**

**A. Planning Board Meeting**  
Monday January 14, 2016  
7:00 p.m. - Auditorium

**B. Town Board Meeting**  
Monday January 25, 2016  
6:00 p.m. Work Session – Auditorium  
Agenda items to be discussed  
7:00 p.m. Regular Meeting – Auditorium

**XI. EXECUTIVE SESSION** – (If required)

**XII. ADJOURNMENT** at 8:20 p.m. Supervisor Saraceni adjourned the meeting.

This is a true and complete recording  
Of the action taken at this meeting.

Elaine McMahon, Town Clerk

APPROVED